

Faith In Practice Development Administrative Coordinator

Type: Salary, Full-Time

Reporting to: Director of Development

Location: Houston, TX

WHO WE ARE

The mission of Faith In Practice is to improve the physical, spiritual, and economic conditions of the poor in Guatemala through short-term surgical, medical, and dental mission trips and health-related educational programs. Our mission is based on an ecumenical understanding that as people of God we are called to demonstrate the love and compassion that is an outward sign of God's presence among us. Faith In Practice's life-changing medical mission is to minister to the poor, while providing a spiritually enriching experience for our volunteers.

JOB SUMMARY

This role is vital to organizational success as an administrative support for Development team. The successful candidate will be responsible for development administration, prospect research, and support of solicitation and stewardship cycles. Duties will be project-based as well as general administrative. This role will include liaising with board members and volunteers; preparing reports and financial data; as well as managing correspondence and entry of donor related interactions into Salesforce.

KEY TASKS AND RESPONSIBILITIES

ADMINISTRATIVE SUPPORT

- Coordinates with Communications, IT, and other departments in advance of meetings to ensure all necessary AV, printed, and other materials are accurate.
- Coordinates with finance team in relation to collection and processing of incoming mail, pledge/fee reminders for trip participants, and outgoing correspondence.
- Coordinates with all staff regarding expense report submissions and processing.
- Provides daily organizational support, including maintenance of office supplies, liaison with building management, and oversight of organization general email inbox.

DONOR RELATIONS & DEVELOPMENT SUPPORT

- Identifies major donors and analyzes, develops, and manages system for contacts.
- Conducts research and compiles statistical reports for fundraising purposes.
- Provides support materials for all grants and maintains calendar of deadlines for applications, updates, and all other grant activity.
- Provides administrative support to the Director of Development in the area of grants and prospect management.
- Responsible for updating information and submitting yearly applications to Charity Navigator and Better Business Bureau.
- Ensures that Faith In Practice is compliant with all monitoring agency guidelines and requirements.
- Has working knowledge of volunteer database functions, queries, and reports.
- Manages donor relations projects and outreach on behalf of the organization, such as year-end gifts and communications related to sympathy, illness, and celebration.
- Researches and identifies new grant opportunities upon request.

BOARD SUPPORT

- Provides administrative support to the board. Tasks include, but are not limited to, annual update of contact information, creation of annual orientation binders for new board members, bimonthly CEO Report distribution.
- Upon request of the CEO, communicates with board members via phone and email.

- Works with the Board Secretary prior to each meeting on the RSVP process, as well as distribution of the Board Report, minutes, agendas, and other related materials.
- Provides logistical support for board meetings.

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited university or equivalent applicable experience
- Strong English language skills including excellent presentation and writing skills
- Proficiency in Microsoft Products.
- Experience in Salesforce CRM is preferred.
- Proficiency in Spanish preferred.

A leading candidate will have the following competencies:

- Possess the highest level of proven organizational skills.
- Thrive in a dynamic environment with frequent concurrent deadlines.
- Be able to motivate others in a collaborative environment using diplomacy and tact.
- Possess the ability to work well independently and take initiative with minimal supervision.

Qualified applicants may apply by emailing a cover letter and resume to chaddock@faithinpractice.org, attention Cara Haddock.